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## Auburn University Job Description

Job Title: **Coord, NCAT Training**

Job Family: No Family

Job Code: **HC98**

Grade AS09 \$39,800 - \$59,700

FLSA status: Exempt

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### Job Summary

Reporting to the NCAT Training Manager, the National Center for Asphalt Technology (NCAT) Training Coordinator is responsible for assisting with the coordination and administration of the NCAT training program for NCAT employees and general community. Provides training support by maintaining training data through collection, entry, and database upkeep; scheduling courses; assisting with registration; coordinating assembly of training materials; and purchasing supplies.

### Essential Functions

1. Collaborates with NCAT faculty and NCAT engineers to ensure the smooth and effective functioning of all training events within NCAT by coordinating the logistics, updating systems, and maintaining necessary vendor relationships for training programs.
2. Plans and coordinates training sessions, meetings, and other events by maintaining booking calendars and resolving room scheduling conflicts. Makes reservations off-site as needed. Assists with questions and/or problems concerning course scheduling, meeting space availability, and room set-up and take-down.
3. Assists in the development and administration of surveys to determine training effectiveness and changes in training needs. Prepares training record reports as needed. Maintains current knowledge of trends and developments in the field by attending conferences, courses, seminars, etc.
4. Maintains training database(s), calendars, rosters, evaluations, supplies, and results for training programs. Assists in exam grading and processing of training documentation for participants. Provides historical documentation as needed.
5. Assists with the processing of payments for training attendees. Updates registration information in Marketplace for training sessions. Coordinates with NCAT's Communication & Marketing personnel to update NCAT's website so that registration links are in place for the sessions.
6. Performs additional administrative duties including the ordering of materials and refreshments for training sessions, meetings, and events. Performs set up and cleanup of food and drink for breaks and/or meals when applicable for the training sessions.
7. May perform other related duties as assigned by the NCAT Training Manager.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Some college; vocational or Associate's Degree	No Specific Discipline.
<b>Experience (yrs.)</b>	2	Experience in administrative support services, scheduling, data management, or customer service.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Skills in communicating effectively in writing as appropriate for the needs of the audience.

Knowledge of University policies and procedures upon hire.

Ability to compile information and understand database structure.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires and lifting up to 10 pounds.

Job occasionally requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 3/29/2021

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